

FY2024 Influenza Vaccination Subsidy Application First Login Manual

① Enter “保険者指定コード(insurer designation code)”, “記号(symbol)”, “番号(number)”, “生年月日(date of birth)”, and “氏名カナ name (Kana)” on the login screen, then click the “認証(authentication)” button.

The screenshot shows the iBss login interface. Red boxes highlight the following fields:

- 保険者指定コード (Insurer designation code)
- 記号 (Symbol) and 番号 (Number) of the insurance card
- 生年月日 (Date of birth) of the insured
- 氏名カナ (Name in Katakana) as it appears on the insurance card

Red arrows point from these fields to text boxes:

- Enter “rakuten” for the insurer designation code (保険者指定コード)
- Enter the symbol(記号) and number(番号) of your insurance card
- Enter the **insured’s (not dependent, but employee yourself) date of birth**
- Please enter **insured's name in katakana** (one-byte or two-byte characters) **as it appears on your insurance card.**
※Please note that an error will occur if your name (in katakana) does not match your insurance card.

Buttons for “認証” (Authentication) and “既にユーザーIDを作成した方はこちら” (Click here if you have already created a user ID) are also visible.

② Create your own user ID and PW, enter your email address, and click “作成する”.

The screenshot shows the iBss user creation screen. Red boxes highlight the following fields:

- ユーザーID (User ID)
- パスワード (Password)
- メールアドレス (Email address)

Red arrows point from these fields to text boxes:

- < Usable characters for ID >
One-byte alphabetical characters, one-byte numbers, one-byte symbols (@ - _ , +)
- < Password >
Please set up at least 8 and no more than 20 digits by combining alphabetic characters from a to z (both lower and uppercase alphabetic characters can be used), numbers from 0 to 9, and symbols.
*Each character must be at least 1.
*Combination of lower and uppercase alphabetic characters is not required.

Buttons for “戻る” (Back) and “作成する” (Create) are also visible.

③ Enter the verification code sent to your registered e-mail

The screenshot shows the verification code entry screen on the left and the email received from iBss on the right.

The verification screen prompts the user to enter the code received in their email within 10 minutes. A red box highlights the input field, and an arrow points to the code “611898” in the email screenshot.

The email content includes:

- 【ユーザーID作成用認証番号のお知らせ】
- 本メールはiBssWEBシステムから自動送信されています。
- 下記の認証番号を入力してユーザーID作成の手続きを行ってください。
- 認証番号：611898
- 上記の認証番号の有効期限は発行より10分となっておりますので、10分以内に入力して、ユーザーID作成の手続きを行ってください。10分以内にアクセスしただけなかった場合は、上記の認証番号は無効になりますのでご注意ください。
- 本メールは送達専用のメールアドレスから配信されています。本メールに返信いただいても対応出来かねますのでご了承ください。
- 本メールにお心当たりのない場合は、誠に恐れ入りますが削除していただけますようお願いいたします。

④ After authentication is complete, you will be redirected to the login screen for the second and subsequent times. Enter the ID and password you have set, then click “ログイン”.

The screenshot shows the iBss login screen for subsequent logins. Red boxes highlight the “ユーザーID” (User ID) and “パスワード” (Password) input fields, and the “ログイン” (Login) button.

⑤ After logging in, the “Terms of Use” screen will appear. Check 「利用規約に同意する」(I agree to the Terms of Use) and click “次へ” (Terms of Use will appear only when logging in for the first time.)

The screenshot shows the iBss Terms of Use screen. A red box highlights the “利用規約に同意する” (I agree to the Terms of Use) checkbox, and another red box highlights the “次へ” (Next) button.